

ANNUAL PROGRAM STATEMENT FREQUENTLY ASKED QUESTIONS (FAQ)

Dates and Deadlines

1. Where do we submit our concept paper and the full proposal?

Interested applicants are required to submit short concept papers to **Missions and Washington operating units** (i.e. regional bureaus, pillar bureaus, offices) and may receive instructions on whether or not to proceed with a full proposal. Upon invitation, full proposals will also be sent to the USAID Missions or operating units for funding. See the APS for detailed instructions.

2. We might not be able to submit our APS concept paper before January 2007. Is it possible to get an extension since our work will greatly contribute to USAID's mission?

It is more advantageous for applicants to send concept papers in as early as possible to fit with USAID's procurement and funding cycles. USAID will consider all alliance concept papers that come in during the 2007 fiscal year. However, we expect a significant number of submissions by January 2007 and we strongly encourage interested parties to submit their concepts by then.

3. When will USAID resources become available and over what period will disbursements occur?

For Mission or Washington operating unit funding, it is anticipated that the funds may become available in late spring, depending upon timely appropriations and the negotiation stage of the procurement action.

USAID expects that funded programs may last from 12 to 60 months. GDA Incentive Funds are not intended to fund out-years.

4. Will USAID funding be available exclusively during 2007 or will it be disbursed over the timeline established for the project?

If an application is accepted, USAID will make an award to the institution proposing the alliance. The agreement officer negotiating the terms of the grant or cooperative agreement will determine with the grantee the appropriate timing for disbursement of funds from USAID. Most of USAID's programs are incrementally funded on a year-by-year basis until the award is fully funded. N.B.: GDA Incentive Funds are generally awarded for immediate implementation and are not intended for out-years.

5. Does the alliance have to be formalized at the time of full proposal submission?

No, the alliance does not have to be formalized at that time, but the level of partner commitment will be evaluated. As discussed in the APS, each application will be evaluated on whether the alliance brings new actors to the table with proven track records in their particular area of expertise and experience working in partnership with others. In addition, the proposal should demonstrate the commitment of the partners and could include a draft letter of intent that describes the roles, responsibilities, and contributions of each of the alliance partners. You may also choose to ask your partners to submit documentation of their intent to participate in the alliance. USAID recognizes that alliances may change over time.

6. Where do I submit a concept that is regional or involves more than one mission?

This depends on how many missions would be involved and if all missions are within a single region. In general, it is a good idea to submit individual concepts to missions of interest, though for those truly regional or global in scope, you may want to submit to the appropriate Washington operating unit.

The Role of USAID

7. Does USAID perform the monitoring and evaluation of the project?

USAID's role will vary from alliance to alliance. USAID may be a more or less active member of the alliance governing structure. For funding received from USAID, USAID will administer the award through the reporting done by the recipient (quarterly, semi-annually, or annually). The agreement with USAID may also call for annual workplans to clarify timing and matters involved in the implementation schedule. There may also be midterm and final evaluations. All of the above will be negotiated in the final terms of the award.

8. Is the agreement with USAID signed by all the members of the alliance or only with the lead partner?

Upon favorable review of the full proposal, partners including USAID will determine the appropriateness of signing a memorandum of understanding (MOU) or other document to finalize the roles and responsibilities of each alliance partner. For funding disbursed through USAID, the proposed recipient of USAID funds is the signing party to the award (i.e., the grant, cooperative agreement, leader with associate award, or collaboration agreement).

9. Some friends and I are thinking about starting a small general store in New Mexico. We are interested in getting a grant to help us start our business. Is this grant something that we can apply for?

USAID funding supports humanitarian and economic development programs overseas as part of U.S. foreign policy objectives. I would recommend reviewing our web site further at <http://www.usaid.gov> to see whether the business you are developing intends to carry out work in any of the overseas program areas and locations noted. Competitive grant solicitations from our agency and all federal agencies are at <http://www.grants.gov>. We do not fund the start up of a U.S. business, but do support specific development programs overseas.

10. What is the “F Process?” How will it affect submissions under this APS?

The term “F Process” is used to cover all activities being undertaken by the Office of the Director of U.S. Foreign Assistance (DFA). Led by the USAID Administrator Ambassador Randall Tobias, the DFA, or “F,” is working to:

- Ensure that foreign assistance is used as effectively as possible to meet our broad foreign policy objectives;
- More fully align the foreign assistance activities carried out by the Department of State and USAID; and,
- Demonstrate that we are responsible stewards of taxpayer dollars.

For further information, please see <http://f.state.gov/>. As a result, the strategies of USAID Missions and Washington operating units may change. We advise all applicants under this APS to consult <http://www.usaid.gov> for the latest information on USAID Mission and Washington operating unit strategic plans.

11. What is the difference between the Office of Global Development Alliances and creating a GDA partnership with USAID?

In May 2001, Secretary of State Colin Powell announced an initiative to develop alliances on issues of shared interest to USAID and stakeholders in developing countries. As part of this effort, the Office of Global Development Alliances was created at USAID’s Washington, DC headquarters to serve as a facilitator among potential partners in alliance building activities. GDA has a small staff that provides training to USAID staff on the GDA model, conducts outreach to potential partners, and shares learning on best practices.

A GDA partnership can be funded and managed by any office in USAID, and does not need the financial support or approval of the GDA office to move forward. The GDA office does not manage any alliances but does provide seed funding when requested by USAID offices. However, over 90% of USAID’s GDA partnerships are funded by field missions and USAID Washington operating units.

Funding

12. Are loans considered matching funding?

Consistent with the treatment of this issue in previous years, loans will **not** be counted as leverage under the GDA APS FY07. If an application includes a loan as part of the application, the existence of the loan might increase the feasibility of achieving the intended results of the alliance and therefore might be more likely to win an award over an application which did not have a loan. Also, an alliance with a loan might be evaluated to have better scalability as well.

13. How will GDA resources be awarded?

The majority of resources being awarded under this APS are expected to come from USAID Missions and Washington operating units. The GDA Office's Incentive Fund will be used to seed-fund alliances and assist USAID's Missions and Washington operating units in bringing together the best alliances. The Incentive Fund will be used in a competitive manner among the best applications that are received from Missions/operating units.

14. What is the total amount available for this APS?

There is no dollar value limit or minimum for individual proposals or for cumulative awards made under this APS. However, as a reference, GDA Incentive Fund awards have ranged between \$200,000 and \$1,000,000, frequently matched by mission and Washington operating unit funds. Missions and Washington operating units may make awards outside this range.

15. Could you please clarify the requirement that the partner contribution must include private (meaning non-governmental) resources at least equal to 25% of the value of the expected USAID resources?

The 25% refers to "non-public" cash or in-kind resources. For example, an NGO with an alliance proposal requests \$1 million in USAID funds to be matched by a \$2 million contribution. To qualify as an alliance, the NGO must show that at least 25% of the amount requested from USAID (in this example, \$250,000) is from non-public resources. Private resources could come from corporations, foundations, or the NGO themselves, if they do private fundraising. The other \$1,750,000 that the NGO brings can be from "public" sources such as The World Bank, the UK Department for International Development, or other multilateral or bilateral agencies.

16. Do the financial contributions from private partners have to be entirely in cash, or can they also be in the form of services, equipment, vehicles, etc.?

In-kind resources such as services, property, equipment, and supplies are valuable contributions. Alliance proposals must clearly specify what each party is contributing and indicate the cash value of in-kind support. In addition, please see the section on Proposal Instructions Evaluation Criteria and note that at least some portion of the leveraging must be in the form of cash and the total value of private funds should be at least equal to 25% of the value of USAID resources sought.

17. Does the cash contribution from alliance partners have to be made available at the beginning of the project or can the sums be allocated periodically if such a commitment is made among the partners?

The appropriate timing of contributions from partners may be proposed by the alliance partners, and it is acceptable for funds to be disbursed periodically over the length of the project.

18. If you are doing a regional program with individual countries contributing to a program, does an organization have to meet the 1:1 leveraging in each country or in the total aggregate of the grant?

You only have to meet the total leveraging in the aggregate of the award. One example is the Entra 21 alliance, where we have greater than 1:1 matching in some countries and less match in others.

19. It is difficult to launch new partnerships in a one-year time period. Could implementation of a program be extended over a second year with FY07 awarded funds?

Yes. Awards made in FY07 may be implemented in FY08. Any award under the FY07 APS can be for multiple years; awards under this solicitation can be made for up to 5 years.

20. Could you advise whether the GDA Office has ever provided a second round of financing for any of your earlier programs? It would be useful to know whether the paragraph about "past applicants are welcome to apply" is a 'real' invitation to apply before we encourage our field offices to expend the effort and expense of preparing another application.

The GDA Office *generally* does not fund continuation of existing activities from the GDA Incentive Funds. We do, however, encourage you to discuss your proposal with the respective USAID Missions who may wish to pick up existing awards with their own funding. We would consider follow-on GDA activities that expands an alliance into new areas/countries or brings in new partners.

21. Are there other incentive fund programs that we can apply to?

Other missions or bureaus may issue their own Incentive Fund solicitations. You can search for these opportunities at <http://www.grants.gov>. You may also want to visit mission-specific web pages.

Sector Specific Issues

22. Is HIV/AIDS eligible for GDA funding? Health is mentioned as a priority sector—is HIV/AIDS included under health? Would GDA look favorably on projects complimenting existing PEPFAR program support in Vietnam?

Yes, HIV/AIDS is eligible for alliance funding. The APS can be used by USAID missions or Global Health in Washington to fund HIV/AIDS programs. Outside USAID, the Office of the Global Aids Coordinator, at the State Department, also places a priority on alliances. Please see Annex D of the solicitation for resources to help you identify opportunities in the Global Health Bureau.

23. Can food aid resources be used under the APS?

Title II resources are eligible for building alliances. Please send any concept papers to the point of contact in Annex B. The Office of Food for Peace will also issue annual guidelines for Title II programs.

Forms and Eligibility

24. In the proposal we are developing, one of the proposed private sector partners is an Indian firm. How are non-U.S. partners viewed?

USAID encourages partnering with non-US organizations. Non-US organizations can be alliance partners and can contribute resources to an alliance regardless of program location. If the alliance partner is also being proposed to be a recipient of USAID funds, then local firms within the proposed program country are usually acceptable. If a non-U.S. partner is being proposed as a recipient of USAID funds for a country program outside of its own country, then the decision will depend on the cognizant mission for the program.

25. Can an organization submit more than one application for this APS announcement?

Yes, an organization can submit as many applications as they wish. Please make sure that each is consistent with the guidelines set out in the APS.

26. Does USAID encourage the hiring of volunteers in alliances?

Yes. USAID supports Volunteers for Prosperity, a volunteer-based initiative of the USA Freedom Corps designed to support major U.S. development initiatives overseas using the talents of highly skilled Americans who will work with U.S. organizations in countries around the world: please see <http://www.volunteersforprosperity.gov>. Consistent with this, USAID encourages the utilization and integration of volunteers, including those participating in

Volunteers for Prosperity, as they may be appropriate in your programs.

27. Where can I find a copy of the GDA solicitation?

The APS can be downloaded at <http://www.usaid.gov/gda> and <http://www.grants.gov>.

28. How do I propose a regional program? If I have an alliance dealing with regional or cross country ideas, where should I submit the initial concept paper?

Concept papers that are regional should be submitted to the regional points of contacts listed in Annex B of the GDA APS.

29. Could you please send me the grant forms for this funding opportunity?

The only forms not specifically included in the APS are the SF424, 424a, and 424b , available at: http://www.grants.gov/agencies/approved_standard_forms.jsp#1. All other items are to be supplied in a written manner in accordance with the instructions and with the items contained within the APS.

30. Could you send me any related information that will help us to understand what is required for the APS?

The best source for general information on public-private alliances is the GDA Office webpage at USAID: <http://www.usaid.gov/gda>. Please review the APS and the GDA web site and then contact USAID with any specific questions you may have (see contact information provided in the APS).

31. We are a Land-Grant Institution; are we eligible to participate?

Your organization is able to submit an application. The universe of potential applicants is very broad. Please refer to the Eligibility and Proposal Criteria as there are requirements that all applications must meet.

32. The APS states that attachments should include a list of all contracts, grants, or cooperative agreements involving similar or related programs over the past three years. Is a list with the requested information acceptable, or should we also fill out Contractor Performance Reports for each program?

A list with the relevant information will be sufficient; you do not need to submit Contractor Performance Reports.

###